

1 2 JUN 1984

MEMORANDUM FOR: ✓ Chief, New Building Project Office, OL
Chief, Personnel and Training Staff, OL
✓ Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
✓ Chief, Headquarters Operation, Maintenance,
and Engineering Division, OL
Chief, Printing and Photography Division, OL
✓ Chief, Procurement Division, OL
✓ Chief, Real Estate and Construction
Division, OL
✓ Chief, Supply Division, OL

FROM: Chief
Information and Management Support Staff, OL

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SUBJECT: Briefings, Displays, and Publications for
Employees

REFERENCE: Multi-adse memo fm DDA, dtd 6 June 1984, same
subject (DDA 84-1651)

1. The referent requests that the Office of Logistics (OL) report to the DDA any efforts within OL, either existing or planned, that are aimed at providing information/education to Agency employees. Accordingly, it is requested that you submit a list of any such efforts within your respective division or staff to this office so that we can assemble a consolidated OL report.

2. Your submission should provide a summary description of all such activities to include: whether the activity is existing or planned, the intended audience for the activity, frequency of the activity, and the last the date the activity was conducted.

3. Please forward your response to this staff by c.o.b. 29 June 1984. If you have any questions or need additional information contact

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Attachment

OL 4117-84



84-1651

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Briefings, Displays, and Publications for Employees

FROM: Harry E. Fitzwater
DDA
7D18 HQ

EXTENSION

NO.

DATE

6 JUN 1984

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OC

2. D/ODP
2D00 HQ

3. D/OF
616 Key

4. D/OIS
1206 Ames

5. D/OI

6. D/OMS
1D4054 HQ

7. D/OP

8. D/OTE
1026 CoC

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EOJL

MISS - Action re para 2 - others for it would be:

- ① DOL Staff Notes
- ② HONE/NBPO Bulletin
- ③ O/S Telepatch - see AED
- ④ Quarters
- ⑤ Rap Sessions
- ⑥ D/Lax Branch mtrgs
- ⑦ ED + D/L units & optional units
- ⑧ Visits & Log Off 8/5 etc

I am not sure what is included in the etc, but contact with Dir chiefs Staff chiefs would probably flesh out an additional item or two.

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DDA Registry
84-1651

6 JUN 1984

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Briefings, Displays, and Publications for Employees

1. Supportive of our Search for Excellence in the Directorate of Administration are briefings, displays, and publications to get the word out to Agency employees. Examples of such items are:

a. OTE provided a one-day session for employees on "Just Plain English," and OMS sponsored a program for employees on "Exercise Without Injury."

b. As part of Employee Benefits Week, OP will have displays and representatives to answer questions on topics such as health insurance, life insurance, and retirement. Also, OMS will have a health fair in Fall 1984.

c. ODP publishes an Information Center Newsletter and OMS will publish a classified newsletter for employees.

2. Your offices are invited and encouraged to use any of these or other approaches, as appropriate, to get the word out to our employees. I want each office to report any such existing or planned effort(s) at the regular upcoming third quarter office quarterly reviews that will be scheduling with your planning officers.

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Harry E. Fitzwater

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ROUTING AND RECORD SHEET				
SUBJECT: (Optional) Briefings, Displays, and Publications for Employees				
FROM: <input type="text"/> Chief Printing & Photography Division, OL 158 P&P Bldg.		EXTENSION <input type="text"/>	NO. OL - 11092-84	DATE 29 June 1984
TO: (Officer designation, room number, and building)		OFFICER'S INITIALS		
		RECEIVED	FORWARDED	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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CONFIDENTIAL

29 June 1984

MEMORANDUM FOR: Chief, Information & Management Support Staff, OL

FROM:

[redacted], Chief
Printing & Photography Division, OL

SUBJECT:

Briefings, Displays, and Publications for
Employees [redacted]

REFERENCE:

Memo for C/P&PD from C/IMSS/OL, dtd. 12 June
1984, same subj. (OL 4117-84)

1. This memorandum provides the information requested in the referent concerning briefing/education information available to employees. Although Office of Logistics, Printing & Photography Division (OL/P&PD) has no formal scheduled mechanism for distribution of material, there are some publications available containing general information on P&PD activities. [redacted]

2. P&PD produces a Quality Circle Newsletter on a quarterly basis. Although intended as an in-house communication device, it may be of general interest to P&PD customers or activities interested in developing a Quality Circle Program. Also a customer handbook, which will provide a summary of services is scheduled for availability in the near future. Distribution is planned for P&PD customers. [redacted]

✓ 3. In the area of printing/photographic education, P&PD has conducted comprehensive information seminars for many of our customers. These seminars [redacted] were primarily attended by employees from the DDI, Office of Current Production and Analytic Support (O/CPAS), Publications and Cartographic Design and by new customers requesting information on services. Since 1976, eight seminars have been held with 320 participants. The last meeting was held in July of 1982. [redacted]

4. Summary of Activity:

<u>TYPE</u>	<u>EXISTS/ PLANNED</u>	<u>AUDIENCE</u>	<u>FREQUENCY</u>	<u>LAST DATE</u>
Q.C. Newsletter	Exists	P&PD	Quarterly	May 1984
P&PD Handbook	Planned	General	Annual	----
Seminars	Exists	General	Annual	July 1982

WARNING NOTICE
INTELLIGENCE SOURCE

CONFIDENTIAL

Briefings, Displays, and Publications for Employees

5. Any additional information on this request may be
obtained from

25X1

25X1

CONFIDENTIAL

SUBJECT: (Optional)

Employee Briefings

FROM:

EXTENSION

NO.

OL 0095-84



DATE _____

28 June 1984

TO: (Officer designation, room number, and building)

DATE _____

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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FORM 610 USE PREVIOUS EDITIONS

27 June 1984

MEMORANDUM FOR: Chief, Information and Management Support Staff, OL

FROM:

Assistant Executive Officer, OL

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SUBJECT: Employee Briefings

REFERENCE: A. Memo to Multiple Addressees from C/IMSS,
dated 12 June 1984; Subject: Briefings,
Displays and Publications for Employees

B. Routing sheet to Multiple Addressees from
DDA, dated 6 June 1984; Subject: Briefings,
Displays and Publications for Employees.

1. The following activities are sponsored by the Office of the Director of Logistics:

a. D/L Staff Notes - Weekly items of interest to OL careerists to keep them informed of office activities and concerns. Notes taken from D/L Staff Meeting.

- Notes are existing.
- Audience: All OL careerists
- Frequency: Weekly
- Last Date Conducted: 22 June 1984

b. Item of Interest for D/L Staff Notes - Prepared on rotation by OL divisions and staffs to provide in-depth information on a current initiative underway in the staff or division.

- Item of Interest is existing.
- Audience: All OL careerists
- Frequency: Weekly
- Last Date Conducted: 22 June 1984

✓ c. Rap Sessions - Held by the D/L, DD/L and EO, with approximately 30 rotating careerists in attendance to discuss their concerns.

- Rap Sessions are existing.
- Audience: All employees participate at one time or another.
- Frequency: Quarterly
- Last Date Conducted: 2 July 1984

OL 0095-84

✓ d. D/L Quarterly - Four or five twenty-minute briefings on new OL initiatives. Topics change each session.

- Quarterly is existing.
- Audience: ☐ different careerists each session.
Primarily intended for external OL careerists.
- Frequency: Quarterly
- Last Date Conducted: 11 April 1984

✓ e. OL Conference - Two-day conference with internal and external speakers with topics of interest to all OL careerists.

- Conference is existing.
- Audience: ☐ careerists
- Frequency: Yearly
- Last Date Conducted: 14/15 May 1984.

✓ f. D/L Staff Meeting - Briefing on weekly events.

- Meeting is existing.
- Audience: D/L, DD/L, EO, AEO, all division/staff chiefs, C/B&FB, C/OL-OC/IMC, C/OGC/L&PLD, recipients of awards and their chief as given.
- Frequency: Weekly
- Last Date Conducted: 22 June 1984

✓ g. Yearly visit to each outlying OL component by D/L, DD/L or EO.

- Yearly visit is existing.
- Audience: Various logistics components in Headquarters and overseas
- Frequency: Weekly
- Last Date Conducted: 28 June 1984

✓ h. Branch Staff Meetings - Attended by D/L, DD/L or EO to discuss concerns.

- Meetings are existing.
- Audience: Branch employees
- Frequency: Bimonthly
- Last Date Conducted: 18 May 1984

✓ i. Telepouches to Overseas Facilities - To update on OL news.

- Telepouches are planned.
- Audience: OL careerists overseas
- Frequency: As events occur
- Last Date Conducted: Will be issued July 1984

✓ j. Open Door Policy - The D/L, DD/L or EO are personally available to discuss concerns with any employee and often reiterates his open door policy.

- Open Door Policy is existing.
- Audience: All OL careerists
- Frequency: Continuing
- Last Date Conducted: 26 June 1984

✓ k. OL Secretarial Conference - Internal and external speakers with particular emphasis on secretarial concerns.

- Conference is existing.
- Audience: ☐ careerists
- Frequency: Yearly
- Last Date Conducted: 30 April-1 May 1984.

✓ l. OL Planning Conference - OL management reviews and prepares office initiatives and existing programs.

- Conference is existing.
- Audience: O-D/L and division/staff chiefs
- Frequency: Yearly
- Last Date Conducted: 5-6 October 1983

✓ m. Biweekly Meetings - To keep O-D/L informed of division/staff activities.

- Meetings are existing.
- Audience: O-D/L and alternating division/staff chiefs
- Frequency: Biweekly
- Last Date Conducted: 26 June 1984

✓ n. D/L Walk-Abouts - D/L walks to individual offices and talks to employees at their workstations.

- Walk-Abouts are existing.
- Audience: OL careerists
- Frequency: Biweekly
- Last Date Conducted: 5 June 1984

2. Any further questions may be addressed to ☐

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)			
Briefings, Displays, and Publications for Employees			
FROM		EXTENSION	NO.
			OL 13344-84
			DATE
			20 June 1984
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
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None

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21 JUN 1984

MEMORANDUM FOR: Chief, Information & Management Support
Staff, OL

FROM: Chief, Real Estate & Construction Division,
OL

SUBJECT: Briefings, Displays, and Publications for
Employees

REFERENCE: A. Multi-adse memo fm DDA, dtd 6 June 84,
same subject

B. Multi-adse memo fm C/IMSS/OL, dtd
12 June 84, same subject

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The Real Estate & Construction Division does not and is not
planning to provide information/education to Agency employees
other than those training courses in which we now participate.

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OL 13344-84

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/SD/OL

EXTENSION

NO.

OL 14433-84



DATE

26 JUN 1984

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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26 JUN 1984

MEMORANDUM FOR: Chief, Information and Management Support
Staff, OL

FROM:

[REDACTED]
Chief, Supply Division, OL

SUBJECT: Briefings, Displays, and Publications for
Employees

1. Supply Division conducts three courses that are aimed at providing information/education to Agency employees. Listed below are the course titles with a brief description:

✓ a. Headquarters Property Accounting Course

This course is a program of practical instruction dealing with control of Agency property and establishing and maintaining property accounting records. Topics include accepting accountability, forms used with the logistics system to order material and supplies, inventories, and Annual Dollar Value Report. Participants use the Headquarters Handbook and Headquarters regulations. The three-day course is held four times a year at [REDACTED] with an average of 18 students in attendance. The dates of the last class were 5 through 7 June 1984. The next class is scheduled for September 1984.

✓ b. Introduction to the Inventory Control System (ICS) for Users Course

This two-day course provides classroom instruction on ICS file structure, data processing, and data retrieval. Students are provided hands-on experience processing simulated transactions into the ICS development data base. The course is held every two months, or as required, at the [REDACTED] with an average of four to six students in attendance. The dates of the last class were 5 and 6 June 1984. The course is designed to familiarize the Supply careerist with the ICS.



SUBJECT: Briefings, Displays, and Publications for Employees

✓ c. Agency Standard Automated Property Systems (ASAPS)
Course

This two-day course is conducted by the Data Control Branch, Supply Division. The purpose of the class is to familiarize the student with ASAPS. The ASAPS file structure, including a review of data elements, standard and ad hoc reporting procedures, and data base manager functions are covered. Students have an opportunity to access an ASAPS data base and obtain hands-on experience in these areas using test data on simulated data bases. The ASAPS User's Manual serves as a reference guide for setting up their own ASAPS data base. The course is aimed at accountable property managers in various components. The course is held every two months, or as required, at [redacted] [redacted] with an average of eight students in attendance. The dates of the last class were 18 and 19 June 1984.

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3. If you have any questions, or need additional information, please contact [redacted] Supply Division's Training Officer, on extension [redacted]

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Briefings, Displays, and Publications for Employees

F	NO.
	DATE 2 July 1984

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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ADMINISTRATIVE - INTERNAL USE ONLY

2 JUL 1984

MEMORANDUM FOR:

Chief, Information Management and Support Staff, OL

FROM:

Chief, Personnel and Training Staff, OL

SUBJECT:

Briefings, Displays, and Publications for Employees

1. The following activities are conducted:

- a. Rap Sessions
- b. Annual Secretarial Conference
- c. Logistics Orientation
- d. Weekly Staff Meetings

✓ a. Rap Sessions. Quarterly, the Office of Logistics has "Rap" sessions chaired by the Director of Logistics. Also in attendance are the Deputy Director, Executive Officer, Chief of Personnel and Training Staff, and one or two employees from each Logistics Division and major staff. Any question can be asked and any subject can be discussed at this "off the record meeting."

Last Meeting - 8 March 1984
Future Meetings - 2 July 1984
September 1984

✓ b. Annual Secretarial Conference. The Office of Logistics sponsors a two-day Conference for Secretaries, Stenographers, and Clerk Typists. Agency (O.T.E., O.M.S.) and non-Agency (private industry) speakers address the group. At the 2nd Annual Conference held in April this year, the senior management of OL held an evening RAP Session to address any subject or questions raised by the attendees

Last Meeting - April 1984
Next Meeting - Spring 1985

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Briefings, Displays, and Publications for Employees

✓ c. Logistics Orientation is a 2-1/2-day course designed to give participants an overview of the Office of Logistics. Presentations are given by the Chiefs of OL's Divisions and major staffs. OL top management meets with participants and discusses where OL has been, where OL is, and where OL is going. To familiarize themselves with major OL activities, participants are taken on tours of the Printing and Photography Building.

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This course is for all new OL employees, those returning from overseas after an extended period of absence and those in other parts of the Agency (principally the Directorate of Administration) whose jobs interface with logistics activities. It is given approximately four times a year.

Last running -	March 28, 1984.
Future runnings -	October 24 - 26, 1984
	December 3-5, 1984.

✓ d. Weekly Staff Meetings. The Chief of Personnel conducts weekly staff meetings to disseminate information from senior management, to discuss policies and procedures, and to give staff an opportunity to exchange information concerning their day-to-day activities. The meeting is attended by the Deputy, the Personnel and Training Officers, and Support Staff.

Last Meeting -	June 29, 1984
Future Meetings -	every Friday

2. The following publications are issued to employees.

- a. Personnel Handbook, Office of Logistics
- b. Catalog of Courses, Office of Logistics

SUBJECT: Briefings, Displays, and Publications for Employees

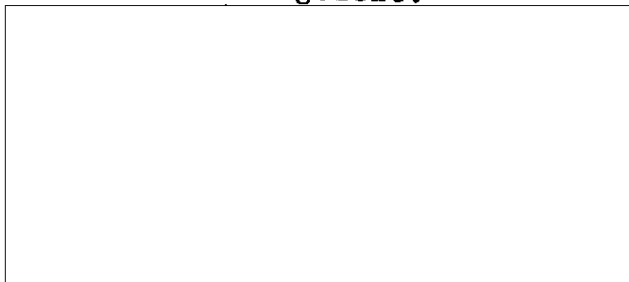
a. The Personnel Handbook is designed to familiarize the new employee with the Personnel Management system. The Handbook contains the laws, regulations and policies and administrative procedures that provide the framework for personnel management. It covers the following areas:

- * Personnel Policies
- * Career Subgroup Organization and Operation
- * Personnel Evaluation
 - * Promotion
 - * Employee Utilization and Assignment
 - * Vacancy Notices
 - * Counseling
 - * Equal Employment Opportunity
 - * Training
 - * Honor and Merit Awards
 - * Administrative Matters
 - * Officer Career Track
 - * Careers in Logistics



Issuance of the handbook has been discontinued pending revision of same.

b. Catalog of Courses. The Office of Logistics Catalog of Courses is designed to provide a broad overview of the internal and external training available for employees and to serve as a guideline to Careerists in formulating a personalized training program.

The courses are listed by career speciality e.g. Printing and Photography Training, Training for Procurement/ Contracting Officers. The Handbook is used in conjunction with advice and guidance from Logistics Management.



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ROUTING AND RECORD SHEET				
SUBJECT: (Optional) Briefings, Displays, and Publications for Employees				
FROM: C/HOME/OL 3E14 HOS		EXTENSION	NO. OL 10166-84	
			DATE	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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26 JUN 1984

MEMORANDUM FOR: Chief, Information and Management Support
Staff, OL

FROM:

[REDACTED]

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Chief, Headquarters Operations, Maintenance and
Engineering Division, OL

SUBJECT: Briefings, Displays, and Publications for
Employees

REFERENCE: Multi-adse memo from C/IMSS/OL, dated 12 June
1984, same subject (OL 4117-84)

1. In response to referent memorandum requesting a report of any efforts within OL/HOME, either existing or planned, that are aimed at providing information/education to Agency employees, the following are some of the Division's accomplishments and ongoing efforts:

a. "Executive Furnishings Catalog": The "Executive Furnishings Catalog" has been printed and distributed to all support officers. The full-color catalog includes pictures, stock numbers, and prices of furnishings according to grade for GS-15s and above. The catalog will be updated periodically as necessary due to price or other changes or additions.

b. "Headquarters Logistics Notes": On 22 May 1984 the first in a series of "Headquarters Logistics Notes" was distributed to all logistics and support officers in Headquarters Building and at outlying buildings. The notes are meant to be informal in nature and are not intended to establish policy. Recipients of the notes were asked to give them wide circulation to all interested employees.

The notes have been published weekly since initiation of the series and contained information relating to construction of the new building on the Headquarters compound; parking; the status of the Headquarters maintenance and operations contract; the relamping program; the reorganization of Logistics Services Division, OL, as the Headquarters Operations, Maintenance and Engineering Division, OL; and new access routes to the Headquarters Building from North, South, and West Parking Lots, with maps provided by the New Building Project Office, etc.

OL 10166-84

SUBJECT: Briefings, Displays, and Publications for
Employees

The response to these timely informational notes concerning Headquarters Building activities has been very enthusiastic, and we plan to continue this series indefinitely.

d. Exhibit of Memorabilia: On 15 June 1984 an exhibit of memorabilia from the 24 May 1984 groundbreaking ceremony for the new building on the Headquarters Compound and from the 1959 ceremony for the laying of the cornerstone for the Headquarters Building was mounted beside the model at the junction of the 1C/1D corridors at Headquarters Building.

e. Fine Arts Commission Exhibits: The Interior Design Consultant assists the Fine Arts Commission and other components with exhibits in the 1D Exhibit Corridor at Headquarters Building.

f. Agency Shuttle Bus Schedules: Agency shuttle bus schedules are updated whenever the schedule changes and are distributed to all interested employees via receptionists in all Agency-occupied buildings, shuttle bus drivers, etc. A supply is sent to the Office of Personnel for Agency employees who might not have gotten them elsewhere and for inclusion in packets for prospective employees. A supply is kept on hand in the division in anticipation of requests for the schedule.

g. Headquarters Building Locator Maps: A new trifold locator map of Headquarters Building has been prepared, and a supply has been sent to the Office of Personnel for inclusion in their informational packet for new employees. The locator maps are also available in the division.

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SUBJECT: Briefings, Displays, and Publications for
Employees

i. "Quality of Life in CIA": The Interior Design Consultant is working with the Fine Arts Commission on the booklet "Quality of Life in CIA." This is a new version of the booklet "Design for Living in CIA." It addresses the Headquarters Building design history and offers guidelines for employees to extend good design into the workplace.

j. Computerized Carpool Service: A new service will soon be available in Room 1J45, Headquarters Building, to personnel desiring to join a carpool. A computerized list of existing carpools within a geographic area will be accessible by providing the grid number from the large map in the 1J Corridor or similar maps located at the outlying buildings.

k. Carpool/Vanpool Fair: In support of the Agency's efforts to encourage the use of carpools and vanpools, OL/HOME plans to have a fair in the near future to make pertinent information available and the formation of carpools/vanpools easier. A Vanpool Fair was previously held at Headquarters Building on 14 January 1980.

2 Employee Bulletins, Headquarters Notices, and Headquarters Regulations are routinely published by OL/HOME, as appropriate, to ensure prompt Agency-wide dissemination of information.

3. If you have any questions regarding the items listed above, please call the undersigned on

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TRANSFER OF OPERATIONS AND MAINTENANCE TO
HEADQUARTERS OPERATIONS, MAINTENANCE AND
ENGINEERING DIVISION, OL

As was reported in previous Employee Bulletins the Agency has arranged for the transfer of the operations and maintenance of the Headquarters building responsibility from General Services Administration to the Agency. In conjunction with the transfer the Agency has awarded a contract to Allied Maintenance Corporation (Allied) to accomplish the work. In order to facilitate Allied's recruitment efforts for personnel of various trades, we are requesting that Agency employees encourage those relatives and/or friends with the appropriate trade knowledge, to contact in person:



Ramada Inn

7801 Leesburg Pike

Falls Church, VA 22043

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2. The following is a list of those trades presently being recruited:

1. Building Cleaners
2. Maintenance Mechanics
(General Electrical, AC/Refr, HVAC
Diesel, Helpers)
3. Crafts (Electricians, Plumbers,
Carpenters, Painters, Helpers)
4. Engineers and Technicians (Chief,
Watch, Maintenance and Control)

3. It should be noted that people recruited and employed by Allied will not be working for CIA or the U. S. Government and will not be entitled to the benefits of Government employment. Rather, they will be employees of Allied and receive the salary and benefits they offer.

ROUTING AND RECORD SHEET

Briefings, Displays, and Publications for Employees

FROM:	Chief Information and Management Support Staff, OL	EXTENSION	NO. OL 4117-84	
			DATE 12 June 1984	

12 June 1984

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

FORWARDED

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We have no
plans for any
shows etc.

6/14	AT
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[illegible]

GPO : 1983 O - 411-632

30 : CIA-RDP89-00087R000100020009-0

12 JUN 1984

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Headquarters Operation, Maintenance,
and Engineering Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Supply Division, OL

FROM: Chief
Information and Management Support Staff, OL

SUBJECT: Briefings, Displays, and Publications for
Employees

REFERENCE: Multi-adse memo fm DDA, dtd 6 June 1984, same
subject (DDA 84-1651)

1. The referent requests that the Office of Logistics (OL) report to the DDA any efforts within OL, either existing or planned, that are aimed at providing information/education to Agency employees. Accordingly, it is requested that you submit a list of any such efforts within your respective division or staff to this office so that we can assemble a consolidated OL report.

2. Your submission should provide a summary description of all such activities to include: whether the activity is existing or planned, the intended audience for the activity, frequency of the activity, and the last the date the activity was conducted.

3. Please forward your response to this staff by c.o.b. 29 June 1984. If you have any questions or need additional information contact

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Attachment

OL 4117-84

